

## **MINUTES**

College Executive Committee November 13, 2012  
San Diego Miramar College

**Present:** Patricia Hiseh, Daphne Figueroa, Joyce Allen, Buran Haidar, Dan Gutowski, Susan Schwarz, Sandi Trevisan, Adela Jacobson, Jerry Buckley, Terrie Hubbard, Michael Shepard, Gerald Ramsey

### **A. Approval of Agenda**

Items 5 and 7 were merged. Amended agenda approved.

### **B. Approval of Previous Minutes**

Minutes of 11/6/12 approved.

### **C. Guests**

Abaas Circe (student)

### **D. Chancellor's Cabinet**

- The protocol for contacting board members includes notifying the Chancellor
- Due to the passage of Proposition 30, additional sections of spring courses are now posted online.
- No budget update. The District is not sure when it will receive deferral payments – likely in June. The expected \$1.7 million was already included in district budget options. It does not reflect new, unallocated funding.
- There is a district wide policy for surplus disposal -- Hsieh will scan and send.
- Received two documents re: classified staffing study – 1) all classified active positions at each campus, including names and classifications – Miramar has 94 positions; 2) a list of hourly individuals at each college, includes work study students and positions funded by categorical. District will not make decisions for any college. Each college will review current staffing, determine critical needs, and make transfers within their campus to meet critical staffing needs. HR will send out a district wide announcement explaining process. VPs will review Miramar's critical needs list prepared last June by following the established process. Allen requested the classified staff be included in any future review and expressed concern about existing increased workload on classified staff. Hsieh agreed Miramar has no luxury to move people around – that the college is short-staffed and “bare bones.” Hsieh complimented the campus on actions to fill approved positions expediently – at other campuses, positions approved to backfill and not filled quickly will be brought back for review.
- More revisions will be included in the Smoke Free Enforcement policy, which will return to DGC in December 2012. Any additional campus input should be provided ASAP.
- The District has developed a “cheat sheet” for front-line individuals who answer the phone frequently on how staff members should respond to bomb threats. Hiseh will scan and share. There will be training, also.

### **E. NEW BUSINESS**

**1. Follow Up on the Review of Recommendations from the Spring 2012 Student Satisfaction Survey Held on 10/26/12 (Hsieh)**

Hsieh emailed the document to all last week. Program areas and lead individuals should be identified. Information on actions taken need to be incorporated into the Mid-term Report. The next satisfaction study will occur in spring 2015, coinciding with the accreditation self-study cycle. Shepard asked about the possibility of an increase in frequency on a smaller scale. Schwarz reported individual offices and groups conduct point-of-service surveys annually. CEC agreed that VPs and all constituency leads will determine the individual programs to lead the implementation of the recommendations.

**F. OLD BUSINESS**

**1. Follow Up of the Review of Recommendation from Employee Satisfaction Survey Spring 2012, Held on Sept. 18, 2012 (Hsieh, Bell, Buckley, Ramsey, Figueroa, Allen)**

Need to assign follow up responsibilities to individuals, similar to student satisfaction recommendations. Buckley will invite Daniel Miramontez to present to CEC on 12/4/12 and hopes to have a presentation to Deans Council this week. Will bring both employee and student survey items back to CEC on 12/4.

**2. Presentation at the 2013 SDCCD Board Meeting at Miramar (Schwarz, Trevisan, Bell, Ramsey)**

Meeting date will be formally approved at a December board meeting. Ramsey will work with Jacobson and Shepard to coordinate student participation. If students are part of any video needs, that must be done prior to 12/17/12, according to Schwartz. Ramsey will discuss with Schwarz.

**3. Spring 2013 Convocation (Figueroa, Buckley, Schwarz, Trevisan)**

Haidar, Figueroa and Murphy will meet and present program recommendations to VP Buckley, finalize, and bring back to CEC on 12/4/12.

**4. 2013 College Wide Retreat Date & Location, 3/22/2013 (Hsieh)**

PIEC recommended Friday, 3/22/13 for a college wide retreat – the day before spring break, location TBD. Maryann Guevarra is chairing the retreat location task force and researching options, which include Mission Trails, Point Loma Nazarene, or USD. The President's Office is checking on Mission Trails.

**5. Limitations on SLOJet – Update on Integrated Planning Software (Figueroa)**

A presentation was provided to the instructional program review/SLOAC committee and one is planned for Academic Senate on 12/4/12. BRDS met recently to review schools' requests. If funding is needed to purchase software, whether or not BRDS needed to review the request, as all others, regardless of funding source, was discussed. Haidar reported administrative expenses do not go to BRDS. Hsieh reminded CEC the funds need to be included in Miramar's budget cycle for 2013-2014. City College's purchase was funded from campus resources. Cost is \$10,000 per year, which includes technical support for the user. Annual license cost is unknown at this time. Buckley was asked to find out with Mesa and City colleges.

**6. Update on College Mission Statement (Hsieh)**

In the 8/28/12 CEC meeting, review of the mission statement was scheduled for completion on 12/4/12, so that any revisions could go to the board of trustees in March for inclusion in the new catalog. Mission statement review is scheduled for 12/14/12 on PIEC calendar. According to Haidar, the plan was to assess the college Strategic Plan and pending results, review mission. VP Buckley proposed forming a workgroup to exchange ideas by email. CEC agreed the most appropriate group would be the PIE Steering Committee.

#### **7. Feedback on Non Smoking District Property Enforcement Policy (Figueroa, Allen, Shepard)**

The Non Smoking Policy is on the Classified Senate agenda this week. The Academic Senate has no concerns. Some changes have been made to the policy language, which will now state the District is “Smoking/Tobacco Free.” Schwarz suggested community service for violators – Operations could oversee offenders pick up cigarette debris and campus litter. Ramsey voiced concerns with the appropriateness of such sanctions.

#### **9. Update on Accreditation Mid-Term Report (Buckley)**

Buckley provided feedback to the eight writing teams last Friday, addressing their status. By 12/14/12, the first formal draft of the Mid-term Report should be ready for review.

### **G. REPORTS**

#### **Academic Senate**

Today, senator training open to all. Guest from state ac. Sen committee David Moore, facilitate training, 3:30, M-108

#### **Classified Senate (Allen)**

Will meet Thursday – agenda items: smoking policy; Holiday BBQ 12/6, 11:30, A-100, unless raining, then under aviation overhang; January classified flex agenda; 4CS retreat. The last day to buy tickets for the Classified Senate-hosted holiday party is 12/5/12.

#### **Associated Student Council (Shepard)**

AS is looking for charity organizations to donate funds and time over the holiday season.

#### **District Governance Council (Figueroa)**

At the last meeting, the group celebrated passage of Proposition 30 and discussed the smoking policy. The Chancellor proposed creation of a taskforce on MOOCs – two academic senate representatives; one classified, one student representative, and one ex-officio/non-voting member of AFT – Vice Chancellor Otto Lee will chair. The \$1.7 budget increase from Proposition 30 needs to also support matriculation requirements that will be mandated. One of the reasons the District is adding class sections is to address 50% law.

#### **District Strategic Planning Committee**

Will meet 12/3.

#### **District Budget Committee**

Vice Chancellor Dowd reviewed details of the passage of Proposition 30; reviewed the fiscal goal that is within district strategic plan.

#### **H. ANNOUNCEMENTS**

None.

Hsieh – Last week, SB 1440 Palomar College template. Today received template with Miramar info included, will email to all.

*11/13/12*

*S. Trevisan*